

# City of Covington Special Event Permit Application Instructions

A Special Event Permit is required for any festival, ceremony, show, demonstration, exhibition, pageant, transient amusement enterprise, outdoor temporary gathering or similar event, in or on or having substantial impact on any street, park, or other public place in the city. Any person or organization wishing to conduct or sponsor such an event is required to complete the City of Covington Special Event Application form.

## Procedure

- A complete application must be submitted to the City Solicitor's office **no less than thirty (30) days** from the event date. An application for a permit to conduct a special event **will not** be reviewed until the application is complete, including additional documentation and payment of fees.
- Each department listed in the application will make a recommendation of approval or denial to the City Manager. The City Manager will then approve or deny the application within seven (7) days of receipt of the staff recommendations. If a permit is denied, the applicant has the right to appeal this denial to the Board of Commissioners. Appeals must be made in writing and submitted to the City Manager's office within five (5) days of the applicant's receipt of the notice of denial. Failure to appeal a denial within this time period will result in a waiver to appeal the denial. (*See § 93.30, et seq. of the City of Covington Code of Ordinances*)
- The City Manager has the authority to revoke an approved Special Event Permit, pursuant to § 93.38 of the Code of Ordinances.

## Fees

Permit fees must accompany the Special Event Permit Application and are determined by impact level:

- **Block Party/Low Impact Permit (\$25.00 fee):** Events including, but not limited to, neighborhood gatherings confined to a block or portion of a street; neighborhood picnics, social gatherings, theatrical performances; no alcohol served; less than 1,000 people.
- **Medium Impact Event Permit (\$50.00 fee):** Events including, but not limited to, dances, animal shows, rallies, flea markets; no alcohol served; 1,000 - 2,500 people.
- **High Impact Event Permit (\$75.00 fee):** Events including, but not limited to, non-professional sporting events, circuses, carnivals with rides; no alcohol served; 2,500 - 5,000 people.
- **Special Impact Event Permit (\$100.00 fee):** Events including, but not limited to, Maifest, Oktoberfest, Mardi Gras, rock concerts, professional sporting events, fireworks displays; any event where alcohol is sold, served or otherwise available; 5,000 plus attending.

Special Events that require Police Department or Fire Department services, clean-up of the event area, or other associated City-provided services, may incur additional costs that will be the responsibility of the applicant.

If such costs are incurred, the applicant will be notified of such costs and will be responsible for reimbursing the City for those costs. The individual or organization listed in **Section 1** will be billed for such services.

### Return Completed Applications To:

Office of the City Solicitor  
20 West Pike St., 1<sup>st</sup> Floor  
Covington, KY 41011

### For Questions Please Contact:

Liz Barlik  
(859) 292-2311  
LBarlik@covingtonky.gov



# CITY OF COVINGTON

## Special Event Permit Application

### Section 1: Applicant Information

---

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Event Contact Person (if different from Applicant): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Type: ☐ Non-Profit ☐ For Profit ☐ Individual ☐ Other \_\_\_\_\_

### Section 2: Event Information

---

#### 2A. Event Activities

Expected total attendance: \_\_\_\_\_ Prior year attendance (if applicable): \_\_\_\_\_

Impact Level: ☐ Block Party \$25 ☐ Low \$25 ☐ Medium \$50 ☐ High \$75 ☐ Special \$100

Name of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Date and Hours of Event (include time for set up/break down): \_\_\_\_\_

Type of Event: ☐ walk/run ☐ festival/fair ☐ concert/show ☐ competition ☐ other:

Activities to be Conducted:

☐ shows/performances ☐ arts & crafts ☐ carnival rides ☐ speakers ☐ animals

☐ food/drinks/concessions ☐ games/rides ☐ fundraising ☐ parade ☐ fireworks

☐ other:

Is the event co-sponsored by the City? ☐ Yes ☐ No Is the event open to the public? ☐ Yes ☐ No

Alcohol Served? ☐ Yes ☐ No

Alcohol Sold? ☐ Yes ☐ No

## 2B. Event Location

List all locations and areas that will be used or affected by the event. Also attach a map clearly showing where the event will occur and any requested street closures and/or parking restrictions. If applicable, include a detailed site plan indicating the location of tents, stages, portable rest rooms, booths, fencing, etc.

### 1) Streets:

Will these streets need to be closed? Yes ☐ No ☐

If yes, please list specific hours and locations of closures: \_\_\_\_\_

Will there need to be parking restrictions on these streets? Yes ☐ No ☐

If yes, please list specific hours and locations of restrictions: \_\_\_\_\_

### 2) Parks:

Contact Recreation Dept. (292-2151) to check on the availability of parks and to acquire the proper permit.

### 3) City-owned Parking Lots:

Will the lot(s) need to be closed or have parking restrictions? Yes ☐ No ☐

If yes, please list specific hours of closure/parking restrictions: \_\_\_\_\_

### 4) Private Property:

Is the Applicant the owner of the above property? Yes ☐ No ☐

If no, please attach permission from the property owner.

### 5) Other:

## Section 3: Notifications

The City sends out a public e-mail notice listing all approved Special Event Permits monthly. You may attach additional marketing material if you would like your event to be promoted in the e-mail.

It is also recommended that the Applicant notify adjacent properties and relevant neighborhood associations of the event. Neighborhood boundaries and association contacts are identified on the attached map.

The City will contact Transit Authority of Northern Kentucky (TANK) if any street closures will impact bus routes.

## Section 4: Terms & Conditions

---

The Applicant agrees to comply with all applicable ordinances and regulations and any stipulations or restrictions of the permit, including payment of additional costs.

The Applicant agrees that for and in consideration of the use of public facilities, right-of-ways and city staff oversight and personnel involvement, the applicant/sponsor of the event shall indemnify and hold harmless the City of Covington, its employees, officials, and agents from any and all claims, damages, liabilities, injuries, losses and expenses arising from the issuance of the special event permit and any occurrence or incident at, or in any way related to, the event.

The Applicant understands that this permit does not guarantee unilateral permission. There may be other permits, licenses or authorization necessary from other entities, depending on the type of event and activities conducted.

The undersigned verifies that, to the best of their knowledge, all information contained herein is true and accurate and agrees to these terms as outlined by the City of Covington.

---

AUTHORIZED REPRESENTATIVE SIGNATURE & TITLE

---

DATE

## Section 5: Insurance

---

Applicants must provide a certificate of general liability insurance naming the City of Covington as an additional insured for the date(s) of the event. Liability limits are \$500,000 for low impact events and \$1,000,000 for medium, high, and special impact events.

## Section 6: Additional Permits

---

Please check which permits apply to your event and attach copies of any applicable permits or approvals.

- ☐ **Fireworks:** Fireworks require a separate “Application for Supervised Public Display of Fireworks” from the Kentucky Office of the State Fire Marshal which can be found at [dhbc.ky.gov/sfm/Pages/Fireworks.aspx](http://dhbc.ky.gov/sfm/Pages/Fireworks.aspx). Additional insurance is also required. For questions, contact the Covington Fire Dept. at 859-431-0462.
- ☐ **Parades:** For a Parade Permit, contact the Traffic Division of the Covington Police Dept. at 859-292-2252.
- ☐ **Alcohol:** The service or sale of alcoholic beverage requires state and city temporary ABC licenses. Any event that includes the service or sale of alcoholic beverages will also require a security plan and Police presence.

The City temporary ABC license can be found at [www.covingtonky.gov/taxes-permits-plans/view/alcoholic-beverage-license-application](http://www.covingtonky.gov/taxes-permits-plans/view/alcoholic-beverage-license-application).

The State temporary ABC license can be found at [abc.ky.gov/Pages/applications.aspx](http://abc.ky.gov/Pages/applications.aspx). Contact the Kentucky Dept. of Alcoholic Beverage Control at 888-847-7222 with questions regarding this license.

- ☐ **Food Service:** Temporary food service establishments (such as booths at festivals) must obtain a permit to operate and be inspected by the Northern Kentucky Health Dept. prior to opening. Additional information and applications can be found at [www.nkyhealth.org/Services/Temporary-Food.aspx](http://www.nkyhealth.org/Services/Temporary-Food.aspx).
- ☐ **Tents:** Kentucky Building Code requires inspection and permitting of all temporary structures, including tents. Contact the Northern Kentucky Area Planning Commission at 859-957-2408 for more information.

**Official Use Only**

---

Date Received: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Date Sent for Review: \_\_\_\_\_

Insurance Received: \_\_\_\_\_

**Department Review:** Attach any additional notes, recommendations, or other documents, including cost breakdown, conditions for approval, or reason for denial.

**Police**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Fire**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**DPI**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Recreation**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Communications**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**City Manager**Approved ☐Approved with Conditions ☐Denied ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_